

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE NORTHERN DISTRICT OF OKLAHOMA**

IN RE:

Case No.

Chapter

Debtor(s)

VERIFICATION AS TO OFFICIAL MAILING MATRIX

☐ Original

☐ Amendment

I hereby certify under penalty of perjury that the master mailing list of creditors submitted either on computer diskette, CD ROM, or uploaded to the Electronic Case Filing System is a true, correct and complete listing to the best of my knowledge.

I further acknowledge that (1) the accuracy and completeness in preparing the creditor listing are the shared responsibility of the debtor and the debtor's attorney, (2) the court will rely on the creditor listing for all mailings, and (3) that the various schedules and statements required by the Bankruptcy Rules are not used for mailing purposes.

Official Mailing Matrix submitted via:

(a) _____ computer diskette/CD ROM listing a total of _____ creditors; or

(b) _____ uploaded to Electronic Case Filing System listing a total of _____ creditors

Debtor

Joint Debtor

Attorney

Date: _____

[Check if applicable] _____ Creditor(s) with foreign addresses included

**United States Bankruptcy Court
Northern District of Oklahoma**

OFFICIAL MAILING MATRIX GUIDELINES

Official Mailing Matrix on Disk

Effective January 13, 2003, the Official Mailing Matrix must be provided to the court in electronic format as described below. Creditor lists in electronic format may be submitted on 3.5-inch "floppy" disk or CD ROM. The floppy or CD ROM should be labeled with the name of the attorney, the debtor, and the date. The file shall be in the ASCII file format with an appropriate text extension (.txt). The Official Mailing Matrix must meet the following criteria:

- The name and address of each creditor must be five (5) lines or fewer
- Each line may contain no more than 40 characters including spaces
- Names and addresses should be left justified (no leading spaces)
- If attention lines are used, they should appear on the second line of the address
- City, state, and ZIP code must be on the last line
- All states must be two-letter abbreviations
- If a nine-digit ZIP code is used, a hyphen must separate the first five digits from the last four digits
- Each creditor must be separated by at least one blank line
- DO NOT include page numbers, line numbers, headers, footers, etc. in the document
- DO NOT include the following names on the mailing list, they will be retrieved automatically by the court's computer system: debtor, joint debtor, attorney for debtor(s), United States Trustee

Instructions for preparing the file in the proper format are available from the Clerk and on the Court's website at www.oknb.uscourts.gov. Most bankruptcy preparation software packages have the ability to save the creditor list electronically in the proper format. Please check with your software company to ensure you have this option.

Computer Access

Any pro se debtor or attorney who does not have access to a computer may use the equipment located in the Clerk's office to create the Official Mailing Matrix.

Disks

Floppy disks will not be returned to the original submitter but will be returned via a disk exchange program. The Court will reformat each submitted disk to remove any prior information and/or possible virus, and make reformatted disks available at the intake counter. If a disk is to be returned by mail, a self-addressed, postage-paid container must be supplied to the Court.

Verification of Matrix

Each submission of an Official Mailing Matrix, whether on diskette or CD ROM shall be accompanied by a cover sheet or Verification as to Official Mailing Matrix in the format outlined by the Clerk.

Amendments

Amendments to the Official Mailing Matrix shall contain only names and addresses to be added to the Official Mailing Matrix and must comply with the above-described criteria. If creditors are to be removed from the list, a pleading should be filed requesting their removal.